



35th Annual Newington Extravaganza
Mill Pond Park, Newington, CT
Saturday, July 16, 2016 – 10:00 a.m. to 10:00 p.m.
(Rain Date: Sunday, July 17, 2016)

Food Vendor Information, Rules and Requirements

Local food vendors, restaurants and fundraising groups are invited to join us as food vendors at the 35th Annual Newington Extravaganza, scheduled to be held on Saturday, July 16, 2016 at Mill Pond Park in Newington. The Newington Extravaganza is a large town event featuring arts and crafts, musicians, entertainment, games, carnival rides, other family-oriented activities (including fireworks), and of course, fantastic foods and concessions! Please read the following information carefully:

Qualifications: Food vendors are accepted on a first-come, first-served basis, and all applications are subject to approval. The Newington Parks and Recreation Department reserves the right to accept or deny applications. Food vendors must have a Temporary Food Service Establishment License, available from the Central Connecticut Health District (www.ccthd.org). Food vendors may only sell products approved by the Parks and Recreation Department and listed on the Food Vendor Application Form. Sale of items that conflict with the sales of our other food and beverage vendors will not be permitted. Sale of products not listed and described completely on the application form will not be permitted. Booths will be monitored throughout the day to ensure compliance.

Vendor Requirements: To be considered for participation, the items below are required.

At the time of application, the following items must be submitted:

- **Completed Food Vendor Application Form** (including Connecticut Sales Tax ID Number) with applicable fees.
- **Space Fees:**
 - \$500 if received on or before June 1 for each 10 ft by 10 ft space requested.
 - \$600 if received June 2 through June 30 for each 10 ft by 10 ft space requested.

If your application is approved, you will be notified, and the following items are then required:

- **Town of Newington Extravaganza Food Vendor Agreement** – this will be sent to you once your Food Vendor Application has been approved. This Agreement includes detailed information regarding required Insurance Coverages and Limits. An original copy of this Agreement will need to be signed and returned with the Certificate of Insurance. Scanned copies or faxes cannot be accepted; this Agreement must be returned by mail or in person with an original signature.
- **Certificate of Insurance** (naming the “Town of Newington”, 131 Cedar Street, Newington, CT 06111). Information regarding required Insurance Coverages and Limits is included on the next page.
- **Temporary Food Service Establishment License application form**, available online from the Central CT Health District (www.ccthd.org). This form must be submitted with the appropriate fee to the Central CT Health District, 131 Cedar Street, Newington. It is the Food Vendor’s responsibility to ensure they are properly licensed.

All of the items listed above must be completed and submitted by Thursday, June 30, 2016.

Spaces: Spaces are marked on a grassy field with no shade or electricity. Spaces are in rows, adjacent to other vendors with no walkways between booths/trucks. Vendors are responsible for providing their own equipment, electricity, tables, canopy tents, etc. and are responsible for securing tents and all property from wind or inclement weather. All spaces are assigned on a first-come, first-served basis at the discretion of the Parks and Recreation Department.

Any equipment, trucks or tables must be within the space perimeters and may not extend into the walkways or another adjacent space. Single spaces are 10 feet by 10 feet. Double spaces are 10 feet by 20 feet.

Application Form: If your business is requesting to bring multiple food trucks/booths, one Food Vendor Application Form must be filled out for each truck/booth. **Application Deadline: June 30, 2016.**

Space Fees: The fee for food vendors is \$500 or \$600 (see above) per 10 x 10 space. We no longer collect a percentage of sales. All food vendors must submit the space fee with a Food Vendor Application Form for each food truck/booth requested. For example, if a business is bringing two food trucks that each require a single 10 x 10 space, the total fee would be \$1,000 if application is submitted by June 1 (or \$1,200 if application is submitted between June 2 and June 30). Fees are non-refundable, unless the Parks and Recreation Department denies your application. Full payment of fees must accompany the completed Food Vendor Application Form. Checks may not be postdated. We also accept payment by Visa, Mastercard or Discover.

Inclement Weather: In case of inclement weather, the rain date will be Sunday, July 17, 2016. No refunds will be issued to vendors who cannot participate on the rain date. Vendors should call our program hotline at 860-665-8686 for updated information in case of inclement weather.

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Set-Up/Clean-Up: Vendors will have access to the park for set-up from 8:00 a.m. to 10:00 a.m. All vendors must have all vehicles removed from the park prior to 10:00 a.m. Vendors should enter the park from Garfield Street (**if using GPS, use 123 Garfield Street, Newington, CT**). Extravaganza staff will be at the park to direct vendors to their assigned spaces. Vendors are expected to stay all day until 10:00 p.m., at which time clean-up must begin. Vehicles will be permitted back in the park after 10:15 p.m. for clean-up.

Miscellaneous: We recommend that you and your staff dress appropriately for the forecasted weather conditions. Also, bring water, sunscreen and a hat since this is an outdoor summer event. We also advise you to plan your staffing and production accordingly for the busiest time of the day, which is typically from 6:00 p.m. to 9:30 p.m. We recommend that you have a minimum of two people staffing your booth/truck at all times, especially during loading/unloading, moving vehicles and for restroom breaks throughout the day. Smoking is not permitted within the space areas. No unauthorized vehicles or motorized carts will be permitted in the park from 10:00 a.m. to 10:15 p.m. or until the crowds have cleared.

Compliance: All vendors must comply with all rules and requirements stated above. Any vendors not in compliance with our rules and requirements will be asked to leave immediately, and no refunds will be granted.

Insurance: All Food Vendors shall furnish a Certificate of Insurance to the Newington Parks & Recreation Department for the following insurance coverage. All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions, including the rain date which will be the day after the scheduled event date. Such certificate of insurance shall specify that the Town of Newington will receive thirty (30) days' notice of any cancellation, non-renewal or reduction in coverage and limits originally provided.

1. Commercial General Liability including Premises-Operations, Independent Contractors, Blanket Contractual, Products and Completed Operations:
 - \$1,000,000 Each Occurrence
 - \$1,000,000 Aggregate
 - Combined Single Limit for personal injury or property damage or both combined.
2. Comprehensive Automobile Liability covering owned, non-owned, hired or leased vehicles.
 - \$1,000,000 Each Accident
 - Combined Single Limit for bodily injury or property damage or both combined.
3. Workers Compensation Insurance in accordance with Connecticut State Statutes, minimum of \$100,000.

The certificate of insurance shall reference 'Newington Extravaganza', and shall name the 'Town of Newington, 131 Cedar Street, Newington, CT 06111' as an additional insured for Commercial General Liability coverage.

The Certificate of Insurance must be accompanied by a Town of Newington Extravaganza Food Vendor Agreement which will be sent to you once your Food Vendor Application has been approved. The Agreement includes detailed information regarding required Insurance Coverages and Limits. An original copy of the Agreement will need to be signed and returned with the Certificate of Insurance. Scanned copies or faxes cannot be accepted; the Agreement must be returned by mail or in person with an original signature.

The Certificate of Insurance and Food Vendor Agreement must be received by the Parks and Recreation Department by June 30th, 2016.